## REQUEST FOR CAREER REFERRAL LIST REAL ESTATE CAREER PROGRAM

(ER 690-1-955)

	SECTION A: REQUEST AND VACANCY INFORMATION					
1.	REQUESTING ACTIVITY (Enter complete mailing address):					
2.	LOCAL REQUEST NUMBER (If applicable):					
3.	INFORMATION ON VACANCY:					
	a. POSITION TITLE, SERIES, AND GRADE					
	b. FUNCTIONAL AREA (If Chief, Real Estate or Project Manager position enter appropriate title. Otherwise enter the functional area of the position; i.e., Appraisal, Acquisition, Management & Disposal, or Planning and Control).					
	c. SUPERVISORY LEVEL (Check One)					
	SUPERVISORY					
	NONSUPERVISORY					
4.	TYPE OF LIST(S) REQUESTED (Check all that apply; only one type of lateral list may be requested).					
	PROMOTABLES LATERALS (Ranked) LATERALS (Unranked)					

(Proponent: CEHR-C)

SECTION B: KNOWLEDGE - (Completed by selecting official. Circle appropriate knowledge necessary for high quality performance in the position vacancy. For each circled knowledge assign importance points (see instructions).)

NOTE: In most cases the knowledge will be confined to one functional area. In some instances, however, a position may require more than one functional area, such as Project Manager and Chief, Real Estate.

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ACQUISITION 37. RURAL (farm, ranch, orchard) APPRAISING.  37. RURAL (farm, ranch, orchard) APPRAISING.  38. URBAN (rasidential, apartment, communical) APPRAISING.  39. THE METHODS AND TECHN DUES OF GROSS APPRAISING.  39. THE METHODS AND TECHN DUES OF GROSS APPRAISING.  40. REAL ESTATE FNANCE PRACTICES AND THE GENERAL ECONOMIC PRIOR DE STREET USE ANALYSIS.  41. CONDEMNATION PROCEDURES NO THE LESSING AND PROCEDURES REGARDING DERP AND FULLS.  42. REGULATIONS, POLICIES, AND PROCEDURES GOVERNING ACQUISITION PLANNING AND RELATED FUNCTIONS. PRIMARILY AR 465-10.  43. REGULATIONS, POLICIES, AND PROCEDURES GOVERNING ACQUISITION PLANNING AND APPRAISING.  44. THE RECULATIONS AND APPROCEDURES GOVERNING ACQUISITION PLANNING AND APPRAISING.  45. CARTIOGRAPHY FOR REAL ESTATE REQUIRES GOVERNING ACQUISITION PLANNING AND PROCEDURES GOVERNING FOR REAL ESTATE REQUIREMENTS.  46. THE REQUILATIONS AND PROCEDURES GOVERNING REAL ESTATE REQUIREMENTS.  47. REGULATIONS AND PROCEDURES GOVERNING REAL ESTATE REQUIREMENTS.  48. APPLICATION OF ACQUISITION PLANNING THE ACCOUNT AND THE RECORD.  49. THE RECULATIONS AND PROCEDURES GOVERNING REAL ESTATE ADDITS AND THE COCCUMENTATION THEREOF.  40. THE PROCEDURES GOVERNING THE ACCOUNT AND THE PREPARATION, ESTABLISHMENT, RETENTION, MARAGEMENT AND DISPOSAL  49. THE PROCEDURES GOVERNING THE ACCOUNT ADDITS AND THE COCCUMENTATION THEREOF.  49. THE PROCEDURES GOVERNING THE ACCOUNT ADDITS AND THE COCCUMENT AND THE PREPARATION, ESTABLISHMENT, RETENTION, MARAGEMENT AND DISPOSAL OF REAL PROPERTY (AR, AR, DAA), DODI, PPMB, AND EA 405-1-12).  49. THE FEDERAL PROFIT AND ACCOUNT ADDITS AND THE PREPA		
10. REGULATIONS, POLICIES, PRACTICES AND PROCEDURES GOVERN NG ACQUISTION OF REAL PROPERTY AND RELATED FUNDAL YEAR AGE. 10. APR 22-901, AND ER 30-112.  11. REGULATIONS AND POLICIES IN CONNECTION WITH THE PLANNING PROCEDURES FOR REAL ESTATE ACQUISTION.  12. LAWS, GUIDELINES, AND PROCEDURES REGARD NG DERP AND FUD.  13. REQUIREMENTS OF TITLE II., PL 91-846, IN DEALING WITH LANDOWNERS.  14. BENEFITS AVAILABLE UNDER TITLE II., PL 91-846, IN DEALING WITH LANDOWNERS.  15. NNOWLEDGE OF REGULATIONS, POLICIES, AND PROCEDURES ROYERNING ACQUISTION PROCEDURES ROYERNING ACQUISTION PROCEDURES AND PROCEDURES GOVERNING ACQUISTION PROCEDURES AND PROCEDURES GOVERNING PROCEDURES AND PROCEDURES GOVERNING PROCEDURES AND PROCEDURES GOVERNING REAL PROPERTY.  16. CONDEMNATION PROCEDURES  17. POLICIES AND REQUIREMENTS FOR PROJECT COOPERATION AGE. CALL COURTS AND PROCEDURES GOVERNING PROCEDURES GOVERNING REAL PROPERTY FOR REAL ESTATE EMOTS THE DOCUMENTATION THEREFORE.  18. RELOCATION OF FACILITIES.  19. CLOSING PROCEDURES  19. CL	SPECIALIZED: KNOWLEDGE OF	36. INDUSTRIAL APPRAISING.
SOVERING ACQUISTION OF REAL PROPERTY AND BELIATED FUNCTIONS, PRIMARILY AR 405-10, AF 32-9001, AND ER 405-1-12.  11. REQUIATIONS AND POLICES IN COMMECTION WITH THE PLANNING PROCEDURES FOR REAL ESTATE ACQUISITION.  12. LAWS, GUDELINES, AND PROCEDURES REGARDING DERP AND FUDOS.  13. REQUIREMENTS OF TITLE III, PL 91-846, IN DEALING WITH LANDOWNERS.  14. BENEFITS AVAILABLE UNDER TITLE II, PL 91-848.  15. NNOWLEDGE OF REGUIATIONS, POLICES, AND PROCEDURES AND PROCEDURES REGARDING THE LEASING OF REAL PROPERTY.  16. CONDEMNATION PROCESS.  17. POLICES AND REQUIREMENTS FOR PROJECT COOPERATION AGREEMENTS.  18. RELOCATION OF FACILITES.  20. THE ADMINISTRATION OF THE HOMEOWNERS ASSISTANCE PROGRAM INCLUDING THE DISPOSAL OF HOUSES.  MANAGEMENT AND DISPOSAL  21. REGULATIONS PERTAINING TO MANAGEMENT OF REAL PROPERTY AND DISPOSAL OF HOUSES.  MANAGEMENT AND DISPOSAL OF HEAL PROPERTY A		37. RURAL (farm, ranch, orchard) APPRAISING.
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PLANNING PROCEDURES FOR REAL ESTATE ACCULISTION.  12 LAWS, GUIDELINES, AND PROCEDURES REGARDING DERP AND FUSE  13. REQUIREMENTS OF TITLE III, PL 91-646, IN DEALING WITH LANDOWNERS.  14. BENEFITS AVAILABLE UNDER TITLE II, PL 91-646.  15. KNOWLEDGE OF REGULATIONS, POLICIES, AND PROCEDURES ROOVERNING ACQUISTION PLANNING AND PELATED FUNCTIONS. PRIMARILY AR 405-10, AFI 32-9001 AND ER 405-1-12.  16. CONDEMNATION PROCESS.  17. POLICIES AND REQUIREMENTS FOR PROJECT COOPERATION AGREEMENTS.  18. RELOCATION OF FACILITIES.  19. CLOSING PROCEDURES.  20. THE ADMINISTRATION OF THE HOMEOWNERS ASSISTANCE PROGRAM INCLUDING THE DISPOSAL OF HOUSES.  21. REGULATIONS PERTAINING TO MANAGEMENT OF REAL PROPERTY (AR, AFR, DAR, DOD), FPMR, AND ER 405-1-12).  22. REGULATIONS PERTAINING TO DISPOSAL OF REAL PROPERTY (AR, AFR, DAR, DOD), FPMR, AND ER 405-1-12).  23. OUTGRANTING PROCEDURES, PROCESSING AND DOCUMENTATION  24. DISPOSAL PROCEDURES, PROCESSING AND DOCUMENTATION  25. TIMBER MANAGEMENT PRACTICES.  26. TIMBER MANAGEMENT PRACTICES.  27. BASE REALIGNMENT AND CLOSURE PROCEDURES, PROCESSIS AND DOCUMENTATIONS.  28. PROJUCIES, AND PROCEDURES GOVERNING REAL ESTATE REQUIRES.  49. THE FEDERAL COURTS.  40. CONDEMNATION PROCEDURES GOVERNING PROCEDURES GOVERNING PROGRAMMING, BUDGETING AND THE AUGUSTION THEREOF.  45. CARTOGRAPHY FOR REAL ESTATE MAPPING INCLUDING CADD.  46. THE PROCEDURES GOVERNING THE PREPARATION, ESTABLISHMENT, RETENTION, MANAGEMENT AND DISPOSITION OF REAL ESTATE RECORDS.  47. METHODS AND PROCEDURES GOVERNING REAL PROPERTY (AR, AFR, DAR, DOD, FPMR, AND ER 405-1-12).  48. APPLICATION OF PROCEDURES GOVERNING REAL PROPERTY (AR, AFR, DAR, DOD, FPMR, AND ER 405-1-12).  49. THE FEDERAL POSITION MANAGEMENT AND COUNTAINS THE PREPARATION, ESTABLISHMENT, RETENTION, MANAGEMENT AND COUNTAINS AND PROCEDURES AND SCHEDULING TECHNIQUES (INDIPORTY AND PROCEDURES AND SCHEDULING TECHNIQUES (IND	RELATED FUNCTIONS. PRIMARILY AR 405-10, AFI 32-9001, AND ER 405-1-12.	
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26. TIMBER MANAGEMENT PRACTICES.  27. BASE REALIGNMENT AND CLOSURE PROCEDURES, POLICIES, AND REGULATIONS.  53. BASIC ECONOMIC PRINCIPLES AS THEY APPLY TO THE REAL ESTATE PROFESSION AND RELATED ACTIVITIES.  54. ORGANIZATIONAL POLICIES, PROGRAM GOALS, AND		
27. BASE REALIGNMENT AND CLOSURE PROCEDURES, POLICIES, AND REGULATIONS. 54. ORGANIZATIONAL POLICIES, PROGRAM GOALS, AND		
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SECTION C: ABILITIES. (Completed by selecting off quality performance in the position. For each circled					
ABILITY  1. ABILITY TO DIRECT WORK ACTIVITIES: ABILITY TO ASSIGN OR DELEGATE WORK AND TO MONITOR THE WORK OF OTHERS.  2. ABILITY TO PLAN AND ORGANIZE: ABILITY TO ESTABLISH OBJECTIVES, REQUIREMENTS, PRIORITIES AND DEADLINES IN ORDER TO DETERMINE THE COURSE OF ACTION FOR WORK.  3. HUMAN RELATIONS ABILITY: ABILITY TO INTERACT WITH OTHERS IN A ONE-ON-ONE OR GROUP SITUATION. (Often called "team work", "cooperation", "interpersonal skills", "ability to meet and deal", and "tact" and "diplomacy".)  4. ABILITY TO ANALYZE: ABILITY TO OBTAIN INFORMATION, DEFINE PROBLEMS, IDENTIFY RELATIONSHIPS, EVALUATE QUALITY, ASSESS IMPACTS, AND MAKE CONCLUSIONS/ RECOMMENDATIONS; INCLUDES THE ABILITY TO DETERMINE QUALITY OF PROJECTS, PROGRAMS, OR PERFORMANCE BY COMPARISON AGAINST REGULATIONS OR OBJECTIVES.	ABILITY (Cont'd)  5. ABILITY TO COMMUNICATE ORALLY: ABILITY TO BRIEF, INSTRUCT, EXPLAIN, ADVISE, OR PERSUADE ON REAL ESTATE MATTERS.  6. ABILITY TO WRITE: ABILITY TO EXPRESS IDEAS IN WRITING (e.g., reports, information papers memoranda, letters and manuals).  7. ABILITY TO INNOVATE: ABILITY TO DEVELOP NEW OR REVISED POLICIES, METHODS, PROCEDURES, PROGRAMS, OR SOLUTIONS TO PROBLEMS.  8. ABILITY TO INITIATE ACTION: ABILITY TO INDEPENDENTLY ORIGINATE ACTION. (One who demonstrates this ability is often called a self-starter.)				
	(Completed by Selecting Official.)	_			
1. STEP 1 - TOTAL NUMBER OF CIRCLED KNOWLEDGES AND ABILITIES  2. STEP 2 - MULTIPLY THE NUMBER IN STEP 1 BY 2  3. STEP 3 - CHECK TO ENSURE THAT THE TOTAL NUMBER OF POINTS ASSIGNED IN SECTIONS B&C IS EQUAL TO THE TOTAL IN STEP 2.					
NAME AND POSITION OF SELECTING OFFICIAL (Type/Print)	SIGNATURE DATE				
SECTION E: AUTHENTICATION. (Com	npleted by Civilian Personnel Representative.)				
NAME AND POSITION OF SELECTING OFFICIAL (Type/Print)	SIGNATURE DATE				
SECTION F: Attach copy of position description.					